



Trainer II

POSTING NUMBER **22003**

DATE POSTED	October 27, 2021	APPLICATION DEADLINE	November 17, 2021
DEPARTMENT	Information Systems Division/Media & Education Section		
SALARY	Commensurate with experience. The council also offers a generous benefits package. Please click here for more information.		
DESCRIPTION	Instructs classes in a variety of formats, including classroom training, online presentations, one-on-one training, and eLearning videos for legislative client groups. Develops course curricula and writes associated reference materials, including online help. Provides leadership, roadmaps, and good communication when acting as project manager in relation to class development. Uses critical thinking skills, initiative, and independent judgment in the performance of these duties.		
RESPONSIBILITIES	<p>Primary responsibilities of this position include:</p> <ul style="list-style-type: none">• Training legislative and other agency staff in a classroom and online using videoconferencing software.• Developing comprehensive understanding of the Microsoft Office Suite and legislative client software applications.• Routinely developing or revising course curricula, training course materials, and online course-related content.• Effectively using technology in innovative and creative ways to present information to clients.• Assisting in quality assurance testing for new software products and software updates as needed.• Working with the Information Systems support teams and directly with clients to resolve client requests and needs.• Monitoring Classes e-mail inbox and phone/voice mail to schedule clients for classes and to respond to class requests.• Organizing monthly class calendars to ensure necessary classes are scheduled depending on session and non-session needs and producing monthly reports with class attendance numbers.• Responsibility for training room setup and maintenance.		

TEXAS LEGISLATIVE COUNCIL

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Joint Chair



- Providing chamber support during the legislative session.
- Performing other duties as assigned.

QUALIFICATIONS

Minimum qualifications for this position include:

- Bachelor's degree with major coursework in instructional design, technical writing, education, or a related field preferred. One to two years of teaching computer skills to adults in a classroom setting or equivalent preferred. Experience and education may be substituted for one another.
- Strong interpersonal skills.
- Strong writing skills and ability to write in multiple output formats.
- Excellent communication and presentation skills.
- Basic knowledge of the legislative process.
- Self-motivation and attention to detail with the ability to work independently or as a member of a team.
- Advanced skills in Microsoft Office products and skill in using Adobe Creative Suite a plus.
- Ability to learn new software applications and computer systems on a regular basis.
- Ability to analyze and resolve complex problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to work well under pressure and complete projects in a timely manner to meet deadlines.
- Ability to create and evaluate training objectives and assess client training needs.
- Ability to promote change and innovation in training methods and procedures.
- Ability to work well with cross-functional and cross-sectional teams.
- Ability to maintain confidentiality of material and information.
- Ability to maintain a professional appearance and demeanor.
- Ability to maintain regular and punctual attendance.
- Ability to work overtime when needed.

TO APPLY

To be considered, an applicant must submit a cover letter, resume, and completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

Email

TLCCareers@tlc.texas.gov (preferred method)

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Fax

(512) 936-1064

Mail

Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.